



March 25, 2022

Leann Coleman  
Pascagoula Utilities  
P. O. Drawer 908  
Pascagoula, MS 39567

Dear Ms. Coleman,

Community Action of South Mississippi and the citizens of South Mississippi are grateful for our ongoing partnership with Pascagoula Utilities; through this cooperative effort we have provided services for the needy in South Mississippi by assisting low-income households with LIHEAP (Low Income Home Energy Assistance Program) funds.

Each LIHEAP agency must have a signed vendor agreement, updated annually, in order to provide LIHEAP funds to the utility vendor. We also need a letter of credit from each energy vendor stating the amount of credit extended to our agency for the pledges that we make on behalf of the client. As you are aware, CASOMS pledges payments to accounts on behalf of the clients weekly. We then forward a payment to your organization within thirty days.

I have included a form for you to complete regarding the line of credit. I have also included the 2022-2023 Vendor Agreement form. Please take a moment out of your very busy schedule to complete the forms and return the original in the postage paid envelope.

Should you have questions, please contact me a 228-769-3349 or you may email me at [lkendrick@casoms.org](mailto:lkendrick@casoms.org)

Thank you,

Lee Ann Kendrick  
Director Adult Community Services  
Enclosures

